HEADSHOTS / 01

CONNECT PEOPLE, LOOKS AND PROOFS

Use anonymous labels, not names or pictures. A choice can stay pending until the selecting role responds.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Person/Look list version / selecting role / photographer discussion reference

Person A / Look L1 / proof ID / selected, pending or replaced?

Person A / Look L2 / proof ID / selected, pending or replaced?

Person B / Look L1 / proof ID / selected, pending or replaced?

Changed choice / earlier proof ID / current proof ID / selecting-role confirmation

Missing person/look pair or conflicting selection / question owner / reply

Preparation only. Not a contract, release, legal opinion, editing instruction or publication approval. Selection is not consent. Keep names, images, gallery links and credentials private.

HEADSHOTS / 02

MATCH SELECTED PROOFS TO FILES

Keep requested edits separate from confirmed scope. Use file labels, not images or private gallery URLs.

Person / look / selected proof ID / requested retouching / confirmed included edits

Selected proof / requested output variant / intended destination / confirmation

Selected proof / delivered final-file ID and version / expected variant

Wrong proof or missing variant / question owner / response reference

Changed edit / earlier file version / replacement-file reference / scope question

Recheck against selected proof and confirmed variants / unresolved delivery item

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HEADSHOTS / 03

CHECK THE SELECTION-TO-FILE RECORD

Tick what is organized. Selection and file receipt do not establish consent or publication permission.

- [ ] Anonymous person and look labels stay consistent
- [ ] Each pair points to a photographer proof ID
- [ ] Selection roles and current choice status are clear
- [ ] Replaced choices remain distinguishable
- [ ] Requested edits and included edits are separate
- [ ] Requested variants have a written confirmation reference
- [ ] Final-file versions point back to selected proofs
- [ ] Delivery and permission-to-publish questions are separate

Pending or conflicting proof choice / selecting role / response still needed

Missing variant or revised edit / expected file reference / follow-up owner

Written delivery or usage question / appropriate person to clarify / reply reference

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HEADSHOTS / 04

QUESTIONS FOR THE HEADSHOT PRO

Ask about selection and delivery before assuming a gallery, edit or file variant is included.

Proofs: how do person/look labels remain connected to image identifiers?

Selection: who chooses, and how do pending or replaced choices stay clear?

Editing: which requests are included and which need separate agreement?

Variants: how are intended destinations and requested outputs confirmed?

Correction: who resolves wrong proofs, missing variants and revised edits?

Terms: which delivery and usage questions need answers before publication?

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HEADSHOTS / 05

COMPARE THE SAME HEADSHOT DELIVERY

Use Photographer A and B. Compare the same anonymous person/look and requested-output list.

Photographer A / B / proposal dates / person/look list version

Proof review, selecting roles and replaced-choice handling - A / B

Confirmed editing, requested variants and final-file identification - A / B

Revisions, delivery timing, written terms and unresolved questions - A / B

READY TO HEAR FROM PROS?

Optionally, Create an account on PickYourPro.ai and start a Photographer request for headshots. Describe the people and looks in general terms and the selection-to-delivery help you want so participating pros can compete with proposals. Compare proof review, included edits, final variants, revisions, timing, written terms and fit. Keep private images and identities out.

One request. Every pro's best offer.

Start a request

Participation varies. A person/look, selection and deliverable discussion may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/photographer/headshots

ASMP Paperwork Share: PR Headshots example (official reference)

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